

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 21

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/30/2016		2. CONTRACT NO. (If any) EP-C-16-008		6. SHIP TO:	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE AWPB-MB	
5. ISSUING OFFICE (Address correspondence to) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-MB 1200 PENNSYLVANIA AVE., NW MC-4503-T	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO: William J Arnold				f. SHIP VIA	
a. NAME OF CONTRACTOR GREAT LAKES ENVIRONMENTAL CENTER, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 739 HASTINGS STREET				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY TRAVERSE CITY		e. STATE MI	f. ZIP CODE 496863458		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM		<input type="checkbox"/> h. EDWOSB		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

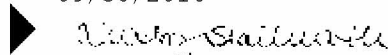
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 800884181 NARS 2017 Field Sampling EPC16008 Task Order 0003 TOCOR: Colleen Mason TOCOR: Colleen Mason Max Expire Date: 01/31/2018 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$1,720,741.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$1,720,741.00		17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

09/30/2016



ELECTRONIC
SIGNATURE

23. NAME (Typed)
Courtney Stallworth
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/30/2016

EP-C-16-008

0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 Period of Performance: 09/30/2016 to 01/31/2018</p> <p>Base Period: 2017 National Lakes Assessment: Field Sampling</p> <p>Provide Services in accordance with attached Performance Work Statement. This task order award is a result of RFP PR-OW-16-00293(Task Order 3)</p> <p>Level of Effort: (b)(4) Requisition No: PR-OW-16-00503</p> <p>Accounting Info: 15-E1D-87FM-202B06XP1-4183-1687ME6057- 002 BFY: 15 Fund: E1D Budget Org: 87FM Program (PRC): 202B06XP1 Budget (BOC): 4183 DCN - Line ID: 1687ME6057-002 Funding Flag: Partial Funded: (b)(4)</p> <p>Accounting Info: 16-E1-87FM-202B06XP1-4183-1687ME6057-0 01 BFY: 16 Fund: E1 Budget Org: 87FM Program (PRC): 202B06XP1 Budget (BOC): 4183 DCN - Line ID: 1687ME6057-001 Funding Flag: Partial Funded: (b)(4)</p>				(b)(4)	
0002	<p>Option Period 1: 2017 National Lakes Assessment: Field Sampling</p> <p>Provide Services in accordance with attached Performance Work Statement. This task order award is a result of RFP PR-OW-16-00293(Task Order 3)</p> <p>Level of Effort: (b)(4) Continued ...</p>				(b)(4)	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,720,741.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
09/30/2016

CONTRACT NO.
EP-C-16-008

ORDER NO.
0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Requisition No: PR-OW-16-00503, PR-OW-16-00687 Accounting Info: 16-E1-87FM-202B06XP1-4183-1687ME6057-0 01 BFY: 16 Fund: E1 Budget Org: 87FM Program (PRC): 202B06XP1 Budget (BOC): 4183 DCN - Line ID: 1687ME6057-001 Funding Flag: Partial Funded: (b)(4) Accounting Info: 16-E1-87FM-202B06XP1-2505-1687ME6058-0 01 BFY: 16 Fund: E1 Budget Org: 87FM Program (PRC): 202B06XP1 Budget (BOC): 2505 DCN - Line ID: 1687ME6058-001 Funding Flag: Partial Funded: (b)(4)					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

1. EPAAR 1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT. (APR 1984)

The Government has the option to extend the term of this contract for 1 additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. The Government's estimated level of effort is (b)(4) direct labor hours for the first option period and (b)(4) for the second. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover:

Base Period from 09/30/2016 to 01/31/2017

Option Periods from 02/1/2017 to 01/31/2018

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of (b)(4) for the first option period and a new and separate level of effort of 0 for the second option period.

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

	Option 1
Estimated cost	(b)(4)
Fixed fee	
Total	\$1,572,604

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Other direct cost item	Option 1
	(b)(4)

(End of clause)

2. EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b)(4)

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

3. Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- Base Period

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is 148,137.

4. Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- Option Period I

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is 1,572,604.

5. Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE- Option Period I

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 12/27/2017.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

BASE PERIOD - FROM 9/30/16 through 1/31/17

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 148,137.00
Total Funded			\$ 148,137.00
Total Per Contract			\$ 148,137.00
Balance Unfunded			\$ -

Option PERIOD I - FROM 2/01/17 through 1/31/18

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 1,419,666.00
Total Funded			\$ 1,419,666.00
Total Per Contract			\$ 1,572,604.00
Balance Unfunded			\$ 152,938.00

6. Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- Base Period

The period of performance of this contract shall be from 09/30/2016 through 01/31/2017 inclusive of all required reports.

7. Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- Option Period I

The period of performance of this contract shall be from 02/01/2017 through 01/31/2018 inclusive of all required reports.

8. Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Colleen Mason, Telephone: 202-343-9641, E-mail: mason.colleen@epa.gov

Sarah Lehmann, Telephone: 202-566-1379, E-mail: lehmann.sarah@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Courtney Stallworth, Telephone: 513-487-2002, E-mail: stallworth.courtney@epa.gov

D'Andre Boulden, Telephone: Phone: 513-487-2079, E-mail: Boulden.DAndre@epa.gov

**Performance Work Statement
NARS2 Contract
Task Order #3**

A. TITLE: 2017 National Lakes Assessment: Field Sampling

B. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: Colleen Mason
Office: Office of Water/Office of Wetlands, Oceans &
Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-343-9641
E-mail: mason.colleen@epa.gov

C. ESTIMATED PERIOD OF PERFORMANCE

Base Period: Date of award through January 31, 2017
Option Period 1: February 1, 2017 through January 31, 2018

D. TYPE OF TASK ORDER: Cost plus Fixed Fee (CPFF)

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third National Lakes Assessment (NLA) for 2017. The NLA is a statistical survey of the condition of our nation's lakes, ponds, and reservoirs. It is designed to provide information on the extent of lakes that support healthy biological condition and recreation, estimate how widespread major stressors are that impact lake quality, and provide insight into whether lakes nationwide are getting cleaner. Consistent sampling and analytical procedures ensure that EPA can compare the results across the country and over time. Field crews collect samples from lakes from May 1 through September 30 in 2017. Laboratory analysis of the samples will begin in 2017 and end in early fall of 2018.

The contractor shall review the sites assigned to them using the criteria in NLA 2017 Site Evaluation Guidelines (SEG) and other survey documents. For sites that fail the criteria, the contractor shall document the reasons in the state site evaluation spreadsheet and replace sites, following the protocols in the SEG and other survey documents. As explained in the SEG, providing EPA with information about sites that are dropped is as important as identifying the sites that are ultimately sampled.

To evaluate intra-site variability, EPA selects approximately ten percent of the sites for a second visit. Although not required, EPA prefers that the same crew sample during both visits to eliminate between-crew variability in the data. NLA 2017 Field Operations Manual specifies the minimum length of time between visits.

Field crews record the data using standardized electronic field forms (“eforms”) provided by EPA for use on the contractor’s tablet devices. Before submission, the field crew leader reviews the data forms and submits immediately upon review or when online access is available. EPA will provide paper field forms for reference and backup for times when eforms are unavailable or impractical.

As another step in ensuring that all crews consistently apply the survey’s field protocols, EPA will arrange for training in NLA protocols and an assistance visit (AV) during one of their initial sampling visits. AVs are conducted by persons who attended an EPA-sponsored training or served as trainers. By having AVs early, the crew can incorporate corrective actions into sampling at the majority of their assigned sites.

II. PURPOSE

The purpose of this task order is to provide field sampling support to the EPA Office of Water in implementing the NLA 2017. In particular, the contractor shall schedule and deploy field crews to collect samples and observational data at selected lakes. The contract field crews shall adhere to strict quality assurance and quality control (QA/QC) requirements, including attendance at NLA 2017 training; use of appropriate supplies and equipment; adherence to all shipping and logistical procedures; participation in quality assurance assistance visits; and adherence to data reporting requirements and deadlines.

III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the NARS SharePoint site https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/NLA%202017 as they become available. The EPA TOCOR will provide revisions of draft documents. The 2017 versions of the documents will be uploaded into the NARS SharePoint site as they become available.

- Reference 1: NLA 2017 Quality Assurance Project Plan (QAPP) - DRAFT:
- Reference 2: NLA 2017 Site Evaluation Guidelines (SEG) - DRAFT
The site selection and replacement rules are described in the draft 2017 SEG. The sample selection includes five separate panels to designate statistical oversample sites to use in replacing sites.

- Reference 3: NLA 2017 Field Operations Manual (FOM) – DRAFT
EPA decided that it will incorporate the following changes in the 2017 FOM:
 - Exclude the following:
 - Macrophyte assemblage characterization at the littoral zone stations;
 - Collection of phytoplankton, chlorophyll-a, and algal toxin samples at the J station; and
 - Analysis of sediment core for sediment diatoms, mercury, and sediment dating.
 - EPA is planning to include the following additional supplemental/research indicators: bacteria, sediment contaminants, sediment total organic carbon (TOC), sediment grain size, and dissolved gases. These additional research indicators may require crews to collect two additional water samples and a sediment core sample (note: sediment core was collected in 2012 for different sediment indicators). Information on these indicators is included in the draft 2017 manuals.
- Reference 4: NLA 2012 Quick Reference Guide (QRG)
- Reference 5: NLA 2012 Field Forms
 - EPA will provide the contractor with paper forms and e-forms versions for NLA 2017 during the task order's period of performance.
- Reference 6: NLA 2012 Field Assistance Visit Checklist
- Reference 7: NLA 2017 Contractor Sites
- Reference 8: NLA 2017 Design File (all base and replacement/oversample sites)

During the period of performance, EPA will provide the contractor with:

- State Site Evaluation Spreadsheets for site evaluations prior to deployment of field sampling teams (example currently provided in the NARS SharePoint).
- Training for the contractor's field crews in the spring of 2017. EPA plans to offer training in the EPA Regions that have states participating in NLA 2017.

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract EP-C-16-0XX”. When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., “EP-C-16-0XX TO02: QAPP Signature Pages”).

Except for NLA 2017 project forms, which will have their own file naming convention, all electronic files shall be clearly named using the survey abbreviation (NLA17), a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (e.g., NLA17_QAPP_XX_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Meetings (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

V. SCOPE OF WORK

Task 1. Monthly progress reports (See Contract Attachment 3; PWS C.3)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Attachment 3, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, number of sites sampled (current and cumulative), identify sites sampled during the reporting period, unexpected problems or concerns, lessons learned, QA/QC activities, and next steps. The contractor also shall brief the TOCOR on progress during periodic (e.g., weekly) teleconferences during periods of intense activity.

Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly
	Calls with EPA	Per technical direction (per Contract Clause H.12)

Task 2. Quality Assurance (Contract PWS B.2, C.1.g)

Quality Assurance (QA) is an important component of EPA’s work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan incorporated into this NARS contract;
- NLA 2017 QA documents which document how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - NLA 2017 Quality Assurance Project Plan (QAPP)
 - NLA 2017 Site Evaluation Guidelines (SEG)
 - NLA 2017 Field Operations Manual (FOM)
 - NLA 2017 Quick Reference Guide (QRG)

As demonstration of the contractor's:

- a. Commitment to adhere to the NLA 2017 QAPP, the contractor shall:
 - i. Ensure that all sampling personnel have reviewed and understand the requirements and procedures of the NLA 2017 QAPP, FOM, and the SEG which will be available prior to the field crew training sessions. The certification page entitled "Review & Distribution Acknowledgment and Commitment to Implement" is located in the introductory section of the QAPP.
 - At a minimum, the following personnel shall sign the certification page for the QAPP approved by EPA's Quality Assurance Officer:
 - Contractor's Task Order Manager
 - Contractor's Quality Assurance Officer,
 - **Each crew leader must provide the signed certification page before the crew may commence with sampling events.**
 - At the contractor's discretion, it may also be appropriate for each field crew member to sign the certification page and transmit to EPA.
 - The contractor's QAO also shall sign the certification page for each revision of the QAPP that has been approved by EPA's QAO.
 - If EPA distributes updated versions of the QA documents and states that it contains a "significant change" relevant to field sampling, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised FOM to the appropriate personnel. If any change will impact the scope and/or cost of the task order, the contractor shall notify the TOCOR and CO immediately.
 - ii. Assign only staff who are Key Personnel (EPAAR 1552.237-72) to be field crew leaders (Task 7) and trainers (Task 3). Ensure that the other field crew members have proper experience, field training, and acceptable educational credentials, to perform the work required by the PWS.
 - iii. Complete the NLA 2017 training requirements per Task 3.
 - iv. Perform pre-sampling testing of hardcopy and electronic field forms (see reference 5).

- v. Verify that contractor's equipment (e.g., GPS system) is properly calibrated and maintained.
 - vi. Make every effort to sample all sites to maintain the integrity of the probabilistic design. Missing sites will disrupt the integrity of the probabilistic design.
 - vii. Permit EPA to perform an AV of its field crews during an early sampling event (e.g., the first to fourteenth sampling event by a crew). If a field crew leader oversees more than one crew, EPA will determine if it is necessary to visit each crew or whether fewer visits will meet its quality review objectives (e.g., depending on crew composition, the crews might be viewed as essentially the same). The contractor shall coordinate with EPA, or its designee, on an agreed upon date and location for the AV. EPA, or its designee, will conduct the AV using a checklist provided by EPA, supplemented by photographs if appropriate (e.g., to record a deviation in methods due to extenuating circumstances). Although EPA will arrange for the AVs, it is the contractor's responsibility to ensure that the contractor field crews are abiding by the requirements and procedures of the QAPP, FOM, and the SEG at all assigned sites.
- b. Implementation of QA in performing the other tasks in this PWS, the contractor shall document its QA activities as follows:
- i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary, except for the internal distribution list which may be claimed proprietary.
 - ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NLA 2017 QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.
- c. Commitment to continuous quality improvements, the contractor shall provide a summary of "lessons learned" based upon its support to the other tasks. EPA will use this information to improve future aquatic surveys. The contractor shall incorporate EPA comments into revised versions of the deliverable.

Deliverables and Schedule under Task 2:

Task	Deliverable	Due
2.a.i.	Signature page for each version of QAPP approved by EPA's QAO:	- No later than 5 working days after receiving the approved QAPP with QAO's signature

Task	Deliverable	Due
	<ul style="list-style-type: none"> - With contractor's QAO and Task Order Contracting Officer Representative (TOCOR) signatures. - With crew leader signature 	- At training
	Email acknowledgement of Field Operations Manual (FOM) with "significant change"	No later than 10 working days after receiving revised FOM
2.a.ii.	Memo with qualifications of field crew members, other than the field crew leaders.	With first draft of the schedule for field crews in each season. Unless circumstances change unexpectedly, qualifications of replacements, except key personnel, must be submitted at least one week prior to the sampling event. See key personnel clause for process for replacements through a task order modification.
2.a.iv.	Email with outcome of testing field forms with any recommended changes	5 working days after receiving the first electronic/paper version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.
2.a.v.	Access to contractor's calibration and maintenance records	Within 5 working days after receiving technical direction(per Contract Clause H.12)
2.a.vii.	Allow access for EPA or its designee to conduct an assistance visit to each field crew	Per technical direction (per Contract Clause H.12), based upon scheduling discussions occurring prior to each crews first sampling event
2.b.i.	Documentation of QA activities	In deliverables
2.b.ii.	Monthly reports of QA activities	With monthly progress report

Task 3. Field Training

EPA will host NLA trainings in the spring of 2017. The training will provide detailed instructions on the prescribed sampling methods for NLA 2017 participants. Each training may include up to three 2-hour webinars (e.g., overview, site evaluation guidelines, eforms) and 3 days of combined classroom and field training. To minimize travel costs for participants, EPA will conduct one train-the-trainer session (in Region 4, Region 6, or Region 9) and

approximately 9 trainings located in different regions of the country. (Region 2 crews will attend sessions in another region.) Unless the EPA TOCOR issues technical direction (per Contract Clause H.12), the contractor shall ensure that each crew member participates in a training session. The contractor shall report out, each month, on any associated training costs (e.g., travel, LOE, etc.) broken out by training using the template provided by the EPA TOCOR.

As an alternative to requiring field crew members to attend EPA's training, the contractor shall train its own crews in the NLA 2017 protocols. This training will satisfy the requirements for EPA training under all of the following conditions:

1. The contractor identifies to EPA each of its proposed trainers, what methods he/she will train, and their experience with those methods.
2. All of the contractor's trainers have experience with NARS methods for identified indicators (e.g., the physical habitat trainer has experience with NLA or NRSA physical habitat procedures).
3. All of the contractor's trainers attend EPA's NLA 2017 train-the-trainer session prior to conducting the contractor training.
4. The structure and content of the contractor's training must be comparable to EPA's regional training sessions. The EPA TOCOR will determine if the training is comparable based upon a memorandum that describes the training in-class facilities; location of the field training; and agenda that includes modules with the same content and length of time as EPA's training. The memorandum shall provide a reasonable explanation for any deviations. The EPA TOCOR also may choose to attend the training to verify its consistency with the other trainings.

Deliverables and Schedule under Task 3:

Task	Deliverable	Due
3	Attend training	Prior to first sampling event
	Report out on costs associated with attending EPA NLA trainings	With monthly progress report
	Memorandum describing contractor's training	10 working days prior to the first day of the contractor's training session (only required if contractor plans to train its own crews instead of using EPA's training).
	Spreadsheet identifying trainees and training date	Within 5 working days after contractor's training (only required if contractor plans to train its own crews instead of using EPA's training).

Task 4. Pre-Sampling Site Evaluation (See Contract PWS C.1)

Reference 7 (NLA 2017 Contractor Sites) identifies base sampling sites assigned to the contractor and Reference 8 (NLA Design File) identifies all sites including statistically selected replacement sites. The contractor shall conduct desktop and, when necessary, on-site reconnaissance to evaluate base and replacement sites following the instructions in the NLA 2017 SEG.

As part of the evaluation process, the contractor shall obtain the proper collection permit and/or landowner permission to sample sites, where necessary. It is imperative for the integrity of the probabilistic survey design that a thorough effort is made to gain permission to sample sites.

Additionally:

- a. Unless directed otherwise by the TOCOR, the field crew shall provide notification to the TOCOR of a dropped site prior to sampling its replacement.
- b. If the land is under control of a Tribe, the contractor shall receive prior approval from the EPA TOCOR **prior** to contacting any Tribal representatives or sampling the site.
- c. If the permit or any other requirements conflict with the study protocols, the contractor shall notify the EPA TOCOR who will decide whether the site should be retained or replaced.

Periodically, the contractor shall report the decisions for each site using the state specific NLA 2017 Site Evaluation Spreadsheets (located on the NARS SharePoint site after award of the task order).

Deliverables and Schedule under Task 4:

Task	Deliverable	Due
4	Site Evaluation Spreadsheet	First version due prior to any field sampling to show sites excluded by the desk reconnaissance; monthly during field sampling season (with progress report)
	Email identifying Indian Tribe ownership of site	Within 2 working days of identification. (This notification is critical.)
	Email describing conflicts with study protocols	Within 2 working days of identification.

Task 5. Schedule (See Contract PWS C.2)

One purpose of the field sampling schedule is to assist EPA with distribution of the sampling kits for each site. Another purpose is to ensure that the contractor samples sites steadily during the NLA index period. To provide EPA with this information, the contractor shall develop, and revise, a schedule for its crews to complete a maximum of ^(b)₍₄₎ field sampling visits allocated as shown in the following table and the site locations provided in Reference 7 and Reference 8. A

site identified for revisits counts as two field sampling visits. The table includes an allowance for several additional sites in each region to be identified as the season progresses. For example, a state may request that EPA provide additional field sampling support. The contractor shall provide the following:

- a. Before the start of field season, the contractor shall provide EPA with the first draft with tentative sampling dates and crew assignments for all sites that the contractor has identified as potential sampling sites. Throughout the season, the contractor shall revise the schedule to incorporate the EPA TOCOR's technical direction (per Contract Clause H.12) or mitigating factors, including, but not limited to, weather, field crew changes, and unanticipated delays.
- b. To support EPA's review of the draft schedule and revisions that affect May and June visits, the contractor shall provide a written assessment of the expected conditions (e.g., thermocline) at the sites included in the schedule. Only after receiving technical direction (per Contract Clause H.12) that approves the draft schedule and any revisions for May and June, shall the contractor arrange for travel to sites on the approved list.
- c. For any site, if upon arrival on location, the contractor finds that conditions are not appropriate for sampling, the contractor shall discontinue sampling and notify the EPA TOCOR that a return visit is necessary when conditions meet the requirements in the SEG. The contractor shall revise the schedule to include the return visit.

State or Territory	Maximum Number of Field Sampling Visits	Comment
Tribal Sites	15	Replacement sites can switch between a state assignment to/from a Tribal assignment
AL	10	
AR	10	
CO	25	
KS	17	
KY	11	
MA	12	
MT	31	
NC	15	
NM	15	
NY	12	
OH	18	
SC	11	

TN	11	
WY	21	
Miscellaneous	30	Assume three additional sites per EPA region
TOTAL complete sites	264	

Deliverables and Schedule under Task 5:

Task	Deliverable	Due
5.a	First draft of sampling schedule	First draft due April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12). Revisions are required until the field sampling is complete.
5.b	Assessment of sites scheduled for May and June sampling	April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12) to support field sampling decisions through June 30 th .
5.c	Notification of site conditions	As soon as possible per availability of phone or email access.

Task 6. Preparation for Field Sampling (See Contract PWS C.2)

The contractor shall prepare for field sampling visits as follows:

- a. The contractor shall request consumable materials as described in the NLA 2017 FOM. These materials include base kits, site kits and tracking forms. The kits consist of basic equipment, filters and filtering apparatus, labels, shipping containers, shipping forms, and paper field forms (as backup to the tablet device).
- b. The contractor shall arrange for and supply vehicles, staff, and all necessary non-consumable equipment to the field crews including, but not limited to, boats, safety equipment, multi-probes, appropriate devices for electronic data capture, and GPS devices.

Deliverables and Schedule under Task 6:

Task	Deliverable	Due
6.a	Request consumable supplies	Within the timeframes identified in the NLA FOM and replacements as needed
6.b	Supply equipment	During field sampling visits

Task 7. Field Sampling Visits (See Contract PWS C.2)

The contractor shall complete the field sampling visits during the index period, unless the EPA TOCOR provides technical direction (per Contract Clause H.12) to sample outside the index period. For each field sampling visit, the contractor shall adhere to EPA's specified sampling methods outlined in the NLA 2017 FOM and the quality assurance/ quality control requirements described in the NLA 2017 QAPP. The contractor shall provide the following:

- a. To record observations and sample information, the contractor shall use EPA's electronic field forms (eforms) or, in extenuating circumstances, paper forms. The contractor shall upload eforms and/or provide paper forms as soon as possible after the sampling visit is completed.
- b. Prior to sample shipment, the contractor shall submit tracking forms as described in the NLA FOM. The contractor then shall ship samples to locations specified by the 2017 NLA FOM or technical direction (per Contract Clause H.12).
- c. The contractor shall review information received from NARS IM to verify that: 1) eform data were fully and correctly incorporated into NARS IM; and 2) data from paper copies were correctly and completely scanned into NARS IM.

Deliverables and Schedule under Task 7:

Task	Deliverable	Due
7.a	Upload/Transmit eforms/forms and confirm transmittal/delivery was complete	As soon as possible (may vary depending on internet access and requirements in the 2017 FOM).
7.b	Ship samples and provide transmittal forms	Per 2017 FOM.
7.c	Memo describing the review of the NARS IM data and comparisons to the data submissions. Attachment with any corrections.	1 month after receiving the NARS IM data pull.

Task 8. Post-Sampling Activities

The contractor shall perform any post-sampling requirements specified in permits. The contractor shall make field crews available to respond to EPA's post-sampling questions about the field sampling observations and procedures that might affect the data values and quality. If questions come from sources other than the EPA TOCOR (e.g., NARS Information Management

staff), copy the EPA TOCOR on the email response or provide a summary by email (e.g., if the questions were posed through telephone conversations).

Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 8:

Task	Deliverable	Due
8	Confirmation that actions required by permits have been completed	With monthly progress report
	Email responding to data questions	Within 5 working days, if field crew is available. Otherwise, provide email within 5 days with expected response date.

TRAVEL

A paragraph regarding the number of anticipated trips and the individuals expected to travel should be included here. I know there are various trips scheduled throughout this PWS, so picking the most expensive place to travel will assist the contractor in proposing.

This section provides a summary of the travel requirements described in Section V. Assume each field crew contains 4 members. Here are assumptions to use in costing:

Task V.3 (Training) –

- All key personnel and any trainers (if contractor plans to train its own crews) attend train-the-trainer session in Region 4, Region 6, or Region 9.
- All other crew members attend the closest regional training unless the contractor decides to train its crews in-house and only travel necessary is to bring the crews to a central location.

Task V.7 (Sampling) – for every site,

- One field crew of 4 members travel to the site.
- Total of 264 sites identified in Reference 7.
- Travel costs are minimized to the extent possible (e.g., combining nearby sites into one trip for the same crew).

VI. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Management and Communications:</p> <p>The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, project schedules (i.e., not each sampling event), cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.</p>	<p>Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR:</p> <p>i) If the contractor requires EPA guidance during a sampling event, the contractor must contact EPA prior to completing the sampling activities.</p> <p>ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field.</p> <p>iii) If the contractor identifies sampling issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.</p>	<p>EPA TOCOR will identify unreported issues.</p>	<p>Four or more incidents where the contractor:</p> <ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than four incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<p>Timeliness:</p> <p>Samples, site evaluation spreadsheets, tracking forms and completed field sampling data forms shall be delivered in accordance with the requirements of the NLA 2017 FOM and SEG.</p>	<p>No more than 5% of the samples shall be transmitted beyond the timelines stated in the FOM. Excessive breakage or spoilage will count as a failure of sample delivery, if breakage/spoilage is a result of failing to follow the FOMs protocols for shipping.</p> <p>No more than 10% of the spreadsheets and field sampling forms shall be submitted more than 5 working days past the requirements in the FOM. If the field form or spreadsheet has not been completed correctly, it will be considered a failure of timeliness.</p>	<p>100% of the lab delivery reports, spreadsheets, and field forms will be reviewed by the EPA TOCOR at the end of each season to compare actual delivery dates against the requirements in the FOM.</p>	<p>10 or more incidents where the contractor does not meet the measureable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p> <p>Fewer than ten incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Cost Management and Control:</p> <p>The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate cost control.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.</p>	<p>The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).</p>	<p>Unsatisfactory rating under the category of Cost Control in CPARS when the contractor does not meet the measurable performance standards.</p> <p>An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs.</p>
<p>Technical Effort:</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA 2017 FOM, SEG, and QAPP.</p>	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements.</p> <p>All of the assigned staff must meet the requirements in the FOM.</p>	<p>100% of the data and staffing will be reviewed by the EPA TOCOR to identify noncompliance issues.</p>	<p>Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

NAME OF OFFEROR OR CONTRACTOR
 GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES</p> <p>Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:</p> <p>TOCOR: Colleen Mason ATOCOR: Amina Pollard</p> <p>TOCOR: Colleen Mason, Telephone: 202-343-9641, E-mail: mason.colleen@epa.gov</p> <p>ATOCOR: Amina Pollard, Telephone: 703-347-8526, E-mail: Pollard.Amina@epa.gov</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/30/2016 to 01/31/2018 All other terms and conditions remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002							
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CPOD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: NWD							
Cincinnati OH 45268							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
GREAT LAKES ENVIRONMENTAL CENTER, INC.							
Attn: William J Arnold						9B. DATED (SEE ITEM 11)	
739 HASTINGS STREET							
TRAVERSE CITY MI 496863458							
				x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
						EP-C-16-008	
						0003	
						10B. DATED (SEE ITEM 13)	
						09/30/2016	
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	In accordance with Clauses EPA-C-10-101 and EPA-G-42-101						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
EPC16008 Task Order 0003 Modification 2							
TOCOR: Sarah Lehmann Max Expire Date: 01/31/2018							
The purpose of this modification is to 1) revise the PWS, and 2) revise the TOCOR as identified below.							
1. Section C: Clause, EPA-C-10-101, is incorporated as follows:							
EPA-C-10-101 STATEMENT OF WORK/PERFORMANCE WORK STATEMENT/SPECIFICATIONS is revised and provided as Attachment 1.							
2. Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Donna Reinhart			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 01/27/2017	
(Signature of person authorized to sign)							

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/0003/002	2	2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>is updated as follows:</p> <p>TOCOR: Changes from Colleen Mason</p> <p>TOCOR: Changes to Sarah Lehmann</p> <p>TOCOR: Sarah Lehmann, Telephone: 202-566-1379,</p> <p>E-mail: Lehmann.sarah@epa.gov</p> <p>(End of clause)</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Period of Performance: 09/30/2016 to 01/31/2018</p> <p>All other terms and conditions remain unchanged.</p>				

**Revised Performance Work Statement
NARS2 Contract
Task Order #3**

A. TITLE: 2017 National Lakes Assessment: Field Sampling

B. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: Sarah Lehmann
Office: Office of Water/Office of Wetlands, Oceans &
Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-566-1379
E-mail: lehmann.sarah@epa.gov

Alternate Task Order Contracting Officer Representative (ATOCOR):

Name: Amina Pollard
Office: Office of Water/Office of Wetlands, Oceans &
Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-566-2360
E-mail: pollard.amina@epa.gov

C. ESTIMATED PERIOD OF PERFORMANCE

Base Period: Date of award through January 31, 2017
Option Period 1: February 1, 2017 through January 31, 2018

D. TYPE OF TASK ORDER: Cost plus Fixed Fee (CPFF)

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third National Lakes Assessment (NLA) for 2017. The NLA is a statistical survey of the condition of our nation's lakes, ponds, and reservoirs. It is designed to provide information on the extent of lakes that support healthy biological condition and recreation, estimate how widespread major stressors are that impact lake quality, and provide insight into whether lakes nationwide are getting cleaner. Consistent sampling and analytical procedures ensure that EPA can compare the results across the country and over time. Field crews collect samples from lakes from May 1 through September 30 in 2017. Laboratory analysis of the samples will begin in 2017 and end in early fall of 2018.

The contractor shall review the sites assigned to them using the criteria in NLA 2017 Site Evaluation Guidelines (SEG) and other survey documents. For sites that fail the criteria, the

contractor shall document the reasons in the state site evaluation spreadsheet and replace sites, following the protocols in the SEG and other survey documents. As explained in the SEG, providing EPA with information about sites that are dropped is as important as identifying the sites that are ultimately sampled.

To evaluate intra-site variability, EPA selects approximately ten percent of the sites for a second visit. Although not required, EPA prefers that the same crew sample during both visits to eliminate between-crew variability in the data. NLA 2017 Field Operations Manual specifies the minimum length of time between visits.

Field crews record the data using standardized electronic field forms (“eforms”) provided by EPA for use on the contractor’s tablet devices. Before submission, the field crew leader reviews the data forms and submits immediately upon review or when online access is available. EPA will provide paper field forms for reference and backup for times when eforms are unavailable or impractical.

As another step in ensuring that all crews consistently apply the survey’s field protocols, EPA will arrange for training in NLA protocols and an assistance visit (AV) during one of their initial sampling visits. AVs are conducted by persons who attended an EPA-sponsored training or served as trainers. By having AVs early, the crew can incorporate corrective actions into sampling at the majority of their assigned sites.

II. PURPOSE

The purpose of this task order is to provide field sampling support to the EPA Office of Water in implementing the NLA 2017. In particular, the contractor shall schedule and deploy field crews to collect samples and observational data at selected lakes. The contract field crews shall adhere to strict quality assurance and quality control (QA/QC) requirements, including attendance at NLA 2017 training; use of appropriate supplies and equipment; adherence to all shipping and logistical procedures; participation in quality assurance assistance visits; and adherence to data reporting requirements and deadlines.

III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the NARS SharePoint site https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/NLA%202017 as they become available. The EPA TOCOR will provide revisions of draft documents. The 2017 versions of the documents will be uploaded into the NARS SharePoint site as they become available.

- Reference 1: NLA 2017 Quality Assurance Project Plan (QAPP) - DRAFT:
- Reference 2: NLA 2017 Site Evaluation Guidelines (SEG) - DRAFT
The site selection and replacement rules are described in the draft 2017 SEG. The sample selection includes five separate panels to designate statistical oversample sites to use in replacing sites.

- Reference 3: NLA 2017 Field Operations Manual (FOM) – DRAFT
EPA decided that it will incorporate the following changes in the 2017 FOM:
 - Exclude the following:
 - Macrophyte assemblage characterization at the littoral zone stations;
 - Collection of phytoplankton, chlorophyll-a, and algal toxin samples at the J station; and
 - Analysis of sediment core for sediment diatoms, mercury, and sediment dating.
 - EPA is planning to include the following additional supplemental/research indicators: bacteria, sediment contaminants, sediment total organic carbon (TOC), sediment grain size, and dissolved gases. These additional research indicators may require crews to collect two additional water samples and a sediment core sample (note: sediment core was collected in 2012 for different sediment indicators). Information on these indicators is included in the draft 2017 manuals.
- Reference 4: NLA 2012 Quick Reference Guide (QRG)
- Reference 5: NLA 2012 Field Forms
 - EPA will provide the contractor with paper forms and e-forms versions for NLA 2017 during the task order's period of performance.
- Reference 6: NLA 2012 Field Assistance Visit Checklist
- Reference 7: NLA 2017 Contractor Sites
- Reference 8: NLA 2017 Design File (all base and replacement/oversample sites)

During the period of performance, EPA will provide the contractor with:

- State Site Evaluation Spreadsheets for site evaluations prior to deployment of field sampling teams (example currently provided in the NARS SharePoint).
- Training for the contractor's field crews in the spring of 2017. EPA plans to offer training in the EPA Regions that have states participating in NLA 2017.

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract EP-C-16-0XX”. When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., “EP-C-16-0XX TO02: QAPP Signature Pages”).

Except for NLA 2017 project forms, which will have their own file naming convention, all electronic files shall be clearly named using the survey abbreviation (NLA17), a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (e.g., NLA17_QAPP_XX_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Meetings (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

V. SCOPE OF WORK

Task 1. Monthly progress reports (See Contract Attachment 3; PWS C.3)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Attachment 3, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, number of sites sampled (current and cumulative), identify sites sampled during the reporting period, unexpected problems or concerns, lessons learned, QA/QC activities, and next steps. The contractor also shall brief the TOCOR on progress during periodic (e.g., weekly) teleconferences during periods of intense activity.

Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly
	Calls with EPA	Per technical direction (per Contract Clause H.12)

Task 2. Quality Assurance (Contract PWS B.2, C.1.g)

Quality Assurance (QA) is an important component of EPA’s work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan incorporated into this NARS contract;
- NLA 2017 QA documents which document how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - NLA 2017 Quality Assurance Project Plan (QAPP)
 - NLA 2017 Site Evaluation Guidelines (SEG)
 - NLA 2017 Field Operations Manual (FOM)
 - NLA 2017 Quick Reference Guide (QRG)

As demonstration of the contractor's:

- a. Commitment to adhere to the NLA 2017 QAPP, the contractor shall:
 - i. Ensure that all sampling personnel have reviewed and understand the requirements and procedures of the NLA 2017 QAPP, FOM, and the SEG which will be available prior to the field crew training sessions. The certification page entitled "Review & Distribution Acknowledgment and Commitment to Implement" is located in the introductory section of the QAPP.
 - At a minimum, the following personnel shall sign the certification page for the QAPP approved by EPA's Quality Assurance Officer:
 - Contractor's Task Order Manager
 - Contractor's Quality Assurance Officer,
 - **Each crew leader must provide the signed certification page before the crew may commence with sampling events.**
 - At the contractor's discretion, it may also be appropriate for each field crew member to sign the certification page and transmit to EPA.
 - The contractor's QAO also shall sign the certification page for each revision of the QAPP that has been approved by EPA's QAO.
 - If EPA distributes updated versions of the QA documents and states that it contains a "significant change" relevant to field sampling, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised FOM to the appropriate personnel. If any change will impact the scope and/or cost of the task order, the contractor shall notify the TOCOR and CO immediately.
 - ii. Assign only staff who are Key Personnel (EPAAR 1552.237-72) to be field crew leaders (Task 7) and trainers (Task 3). Ensure that the other field crew members have proper experience, field training, and acceptable educational credentials, to perform the work required by the PWS.
 - iii. Complete the NLA 2017 training requirements per Task 3.
 - iv. Perform pre-sampling testing of hardcopy and electronic field forms (see reference 5).

- v. Verify that contractor's equipment (e.g., GPS system) is properly calibrated and maintained.
 - vi. Make every effort to sample all sites to maintain the integrity of the probabilistic design. Missing sites will disrupt the integrity of the probabilistic design.
 - vii. Permit EPA to perform an AV of its field crews during an early sampling event (e.g., the first to fourteenth sampling event by a crew). If a field crew leader oversees more than one crew, EPA will determine if it is necessary to visit each crew or whether fewer visits will meet its quality review objectives (e.g., depending on crew composition, the crews might be viewed as essentially the same). The contractor shall coordinate with EPA, or its designee, on an agreed upon date and location for the AV. EPA, or its designee, will conduct the AV using a checklist provided by EPA, supplemented by photographs if appropriate (e.g., to record a deviation in methods due to extenuating circumstances). Although EPA will arrange for the AVs, it is the contractor's responsibility to ensure that the contractor field crews are abiding by the requirements and procedures of the QAPP, FOM, and the SEG at all assigned sites.
- b. Implementation of QA in performing the other tasks in this PWS, the contractor shall document its QA activities as follows:
- i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary, except for the internal distribution list which may be claimed proprietary.
 - ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NLA 2017 QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.
- c. Commitment to continuous quality improvements, the contractor shall provide a summary of "lessons learned" based upon its support to the other tasks. EPA will use this information to improve future aquatic surveys. The contractor shall incorporate EPA comments into revised versions of the deliverable.

Deliverables and Schedule under Task 2:

Task	Deliverable	Due
2.a.i.	Signature page for each version of QAPP approved by EPA's QAO:	- No later than 5 working days after receiving the approved QAPP with QAO's signature

Task	Deliverable	Due
	<ul style="list-style-type: none"> - With contractor's QAO and Task Order Contracting Officer Representative (TOCOR) signatures. - With crew leader signature 	- At training
	Email acknowledgement of Field Operations Manual (FOM) with "significant change"	No later than 10 working days after receiving revised FOM
2.a.ii.	Memo with qualifications of field crew members, other than the field crew leaders.	With first draft of the schedule for field crews in each season. Unless circumstances change unexpectedly, qualifications of replacements, except key personnel, must be submitted at least one week prior to the sampling event. See key personnel clause for process for replacements through a task order modification.
2.a.iv.	Email with outcome of testing field forms with any recommended changes	5 working days after receiving the first electronic/paper version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.
2.a.v.	Access to contractor's calibration and maintenance records	Within 5 working days after receiving technical direction(per Contract Clause H.12)
2.a.vii.	Allow access for EPA or its designee to conduct an assistance visit to each field crew	Per technical direction (per Contract Clause H.12), based upon scheduling discussions occurring prior to each crews first sampling event
2.b.i.	Documentation of QA activities	In deliverables
2.b.ii.	Monthly reports of QA activities	With monthly progress report

Task 3. Field Training

EPA will host NLA trainings in the spring of 2017. The training will provide detailed instructions on the prescribed sampling methods for NLA 2017 participants. Each training may include up to three 2-hour webinars (e.g., overview, site evaluation guidelines, eforms) and 3 days of combined classroom and field training. To minimize travel costs for participants, EPA will conduct one train-the-trainer session (in Region 4, Region 6, or Region 9) and

approximately 9 trainings located in different regions of the country. (Region 2 crews will attend sessions in another region.) Unless the EPA TOCOR issues technical direction (per Contract Clause H.12), the contractor shall ensure that each crew member participates in a training session. The contractor shall report out, each month, on any associated training costs (e.g., travel, LOE, etc.) broken out by training using the template provided by the EPA TOCOR.

As an alternative to requiring field crew members to attend EPA's training, the contractor shall train its own crews in the NLA 2017 protocols. This training will satisfy the requirements for EPA training under all of the following conditions:

1. The contractor identifies to EPA each of its proposed trainers, what methods he/she will train, and their experience with those methods.
2. All of the contractor's trainers have experience with NARS methods for identified indicators (e.g., the physical habitat trainer has experience with NLA or NRSA physical habitat procedures).
3. All of the contractor's trainers attend EPA's NLA 2017 train-the-trainer session prior to conducting the contractor training.
4. The structure and content of the contractor's training must be comparable to EPA's regional training sessions. The EPA TOCOR will determine if the training is comparable based upon a memorandum that describes the training in-class facilities; location of the field training; and agenda that includes modules with the same content and length of time as EPA's training. The memorandum shall provide a reasonable explanation for any deviations. The EPA TOCOR also may choose to attend the training to verify its consistency with the other trainings.

Deliverables and Schedule under Task 3:

Task	Deliverable	Due
3	Attend training	Prior to first sampling event
	Report out on costs associated with attending EPA NLA trainings	With monthly progress report
	Memorandum describing contractor's training	10 working days prior to the first day of the contractor's training session (only required if contractor plans to train its own crews instead of using EPA's training).
	Spreadsheet identifying trainees and training date	Within 5 working days after contractor's training (only required if contractor plans to train its own crews instead of using EPA's training).

Task 4. Pre-Sampling Site Evaluation (See Contract PWS C.1)

Reference 7 (NLA 2017 Contractor Sites) identifies base sampling sites assigned to the contractor and Reference 8 (NLA Design File) identifies all sites including statistically selected replacement sites. The contractor shall conduct desktop and, when necessary, on-site reconnaissance to evaluate base and replacement sites following the instructions in the NLA 2017 SEG.

As part of the evaluation process, the contractor shall obtain the proper collection permit and/or landowner permission to sample sites, where necessary. It is imperative for the integrity of the probabilistic survey design that a thorough effort is made to gain permission to sample sites.

Additionally:

- a. Unless directed otherwise by the TOCOR, the field crew shall provide notification to the TOCOR of a dropped site prior to sampling its replacement.
- b. If the land is under control of a Tribe, the contractor shall receive prior approval from the EPA TOCOR **prior** to contacting any Tribal representatives or sampling the site.
- c. If the permit or any other requirements conflict with the study protocols, the contractor shall notify the EPA TOCOR who will decide whether the site should be retained or replaced.

Periodically, the contractor shall report the decisions for each site using the state specific NLA 2017 Site Evaluation Spreadsheets (located on the NARS SharePoint site after award of the task order).

Deliverables and Schedule under Task 4:

Task	Deliverable	Due
4	Site Evaluation Spreadsheet	First version due prior to any field sampling to show sites excluded by the desk reconnaissance; monthly during field sampling season (with progress report)
	Email identifying Indian Tribe ownership of site	Within 2 working days of identification. (This notification is critical.)
	Email describing conflicts with study protocols	Within 2 working days of identification.

Task 5. Schedule (See Contract PWS C.2)

One purpose of the field sampling schedule is to assist EPA with distribution of the sampling kits for each site. Another purpose is to ensure that the contractor samples sites steadily during the NLA index period. To provide EPA with this information, the contractor shall develop, and revise, a schedule for its crews to complete a maximum of 264 field sampling visits allocated as shown in the following table and the site locations provided in Reference 7 and Reference 8. A

site identified for revisits counts as two field sampling visits. The table includes an allowance for several additional sites in each region to be identified as the season progresses. For example, a state may request that EPA provide additional field sampling support. The contractor shall provide the following:

- a. Before the start of field season, the contractor shall provide EPA with the first draft with tentative sampling dates and crew assignments for all sites that the contractor has identified as potential sampling sites. Throughout the season, the contractor shall revise the schedule to incorporate the EPA TOCOR's technical direction (per Contract Clause H.12) or mitigating factors, including, but not limited to, weather, field crew changes, and unanticipated delays.
- b. To support EPA's review of the draft schedule and revisions that affect May and June visits, the contractor shall provide a written assessment of the expected conditions (e.g., thermocline) at the sites included in the schedule. Only after receiving technical direction (per Contract Clause H.12) that approves the draft schedule and any revisions for May and June, shall the contractor arrange for travel to sites on the approved list.
- c. For any site, if upon arrival on location, the contractor finds that conditions are not appropriate for sampling, the contractor shall discontinue sampling and notify the EPA TOCOR that a return visit is necessary when conditions meet the requirements in the SEG. The contractor shall revise the schedule to include the return visit.

State or Territory	Maximum Number of Field Sampling Visits	Comment
Tribal Sites	15	Replacement sites can switch between a state assignment to/from a Tribal assignment
AL	10	
AR	10	
CO	25	
KS	17	
KY	11	
MA	12	
MT	31	
NC	15	
NM	15	
NY	12	
OH	18	
SC	11	

TN	11	
WY	21	
Miscellaneous	30	Assume three additional sites per EPA region
TOTAL complete sites	264	

Deliverables and Schedule under Task 5:

Task	Deliverable	Due
5.a	First draft of sampling schedule	First draft due April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12). Revisions are required until the field sampling is complete.
5.b	Assessment of sites scheduled for May and June sampling	April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12) to support field sampling decisions through June 30 th .
5.c	Notification of site conditions	As soon as possible per availability of phone or email access.

Task 6. Preparation for Field Sampling (See Contract PWS C.2)

The contractor shall prepare for field sampling visits as follows:

- a. The contractor shall request consumable materials as described in the NLA 2017 FOM. These materials include base kits, site kits and tracking forms. The kits consist of basic equipment, filters and filtering apparatus, labels, shipping containers, shipping forms, and paper field forms (as backup to the tablet device).
- b. The contractor shall arrange for and supply vehicles, staff, and all necessary non-consumable equipment to the field crews including, but not limited to, boats, safety equipment, multi-probes, appropriate devices for electronic data capture, and GPS devices. The only exception to this provision to supply equipment is for government furnished sediment corers and zooplankton nets. EPA will provide each contractor crew with a sediment corer and set of zooplankton nets (course and fine). The contractor shall develop a tracking system for each item. The contractor shall _____ each piece of equipment upon receipt to make sure that it works properly for collecting the intended samples, and that no parts are broken or missing. At the conclusion of this period of performance, the contractor shall either return the equipment to EPA or transfer them per direction from the TOCOR.

Deliverables and Schedule under Task 6:

Task	Deliverable	Due
6.a	Request consumable supplies	Within the timeframes identified in the NLA FOM and replacements as needed
6.b	Supply equipment	During field sampling visits
	Track government furnished sediment corers and zooplankton nets	Throughout the field season.
	Transfer of sediment corers and zooplankton nets to EPA or per technical direction of TOCOR	Within 45 days of the end of field sampling.

Task 7. Field Sampling Visits (See Contract PWS C.2)

The contractor shall complete the field sampling visits during the index period, unless the EPA TOCOR provides technical direction (per Contract Clause H.12) to sample outside the index period. For each field sampling visit, the contractor shall adhere to EPA's specified sampling methods outlined in the NLA 2017 FOM and the quality assurance/ quality control requirements described in the NLA 2017 QAPP. The contractor shall provide the following:

- a. To record observations and sample information, the contractor shall use EPA's electronic field forms (eforms) or, in extenuating circumstances, paper forms. The contractor shall upload eforms and/or provide paper forms as soon as possible after the sampling visit is completed.
- b. Prior to sample shipment, the contractor shall submit tracking forms as described in the NLA FOM. The contractor then shall ship samples to locations specified by the 2017 NLA FOM or technical direction (per Contract Clause H.12).
- c. The contractor shall review information received from NARS IM to verify that: 1) eform data were fully and correctly incorporated into NARS IM; and 2) data from paper copies were correctly and completely scanned into NARS IM.

Deliverables and Schedule under Task 7:

Task	Deliverable	Due
7.a	Upload/Transmit eforms/forms and confirm transmittal/delivery was complete	As soon as possible (may vary depending on internet access and requirements in the 2017 FOM).
7.b	Ship samples and provide transmittal forms	Per 2017 FOM.

Task	Deliverable	Due
7.c	Memo describing the review of the NARS IM data and comparisons to the data submissions. Attachment with any corrections.	1 month after receiving the NARS IM data pull.

Task 8. Post-Sampling Activities

The contractor shall perform any post-sampling requirements specified in permits. The contractor shall make field crews available to respond to EPA's post-sampling questions about the field sampling observations and procedures that might affect the data values and quality. If questions come from sources other than the EPA TOCOR (e.g., NARS Information Management staff), copy the EPA TOCOR on the email response or provide a summary by email (e.g., if the questions were posed through telephone conversations).

Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 8:

Task	Deliverable	Due
8	Confirmation that actions required by permits have been completed	With monthly progress report
	Email responding to data questions	Within 5 working days, if field crew is available. Otherwise, provide email within 5 days with expected response date.

TRAVEL

A paragraph regarding the number of anticipated trips and the individuals expected to travel should be included here. I know there are various trips scheduled throughout this PWS, so picking the most expensive place to travel will assist the contractor in proposing.

This section provides a summary of the travel requirements described in Section V. Assume each field crew contains 4 members. Here are assumptions to use in costing:

Task V.3 (Training) –

- All key personnel and any trainers (if contractor plans to train its own crews) attend train-the-trainer session in Region 4, Region 6, or Region 9.
- All other crew members attend the closest regional training unless the contractor decides to train its crews in-house and only travel necessary is to bring the crews to a central location. If a contractor crew member needs to attend a different training, it must be approved by the TOCOR first.

Task V.7 (Sampling) – for every site,

- One field crew of 4 members travel to the site.
- Total of 264 sites identified in Reference 7.
- Travel costs are minimized to the extent possible (e.g., combining nearby sites into one trip for the same crew).

VI. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Management and Communications:</p> <p>The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, project schedules (i.e., not each sampling event), cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.</p>	<p>Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR:</p> <p>i) If the contractor requires EPA guidance during a sampling event, the contractor must contact EPA prior to completing the sampling activities.</p> <p>ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field.</p> <p>iii) If the contractor identifies sampling issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.</p>	<p>EPA TOCOR will identify unreported issues.</p>	<p>Four or more incidents where the contractor:</p> <ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than four incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<p>Timeliness:</p> <p>Samples, site evaluation spreadsheets, tracking forms and completed field sampling data forms shall be delivered in accordance with the requirements of the NLA 2017 FOM and SEG.</p>	<p>No more than 5% of the samples shall be transmitted beyond the timelines stated in the FOM. Excessive breakage or spoilage will count as a failure of sample delivery, if breakage/spoilage is a result of failing to follow the FOMs protocols for shipping.</p> <p>No more than 10% of the spreadsheets and field sampling forms shall be submitted more than 5 working days past the requirements in the FOM. If the field form or spreadsheet has not been completed correctly, it will be considered a failure of timeliness.</p>	<p>100% of the lab delivery reports, spreadsheets, and field forms will be reviewed by the EPA TOCOR at the end of each season to compare actual delivery dates against the requirements in the FOM.</p>	<p>10 or more incidents where the contractor does not meet the measureable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p> <p>Fewer than ten incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Cost Management and Control:</p> <p>The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate cost control.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.</p>	<p>The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).</p>	<p>Unsatisfactory rating under the category of Cost Control in CPARS when the contractor does not meet the measurable performance standards.</p> <p>An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs.</p>
<p>Technical Effort:</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA 2017 FOM, SEG, and QAPP.</p>	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements.</p> <p>All of the assigned staff must meet the requirements in the FOM.</p>	<p>100% of the data and staffing will be reviewed by the EPA TOCOR to identify noncompliance issues.</p>	<p>Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
				1		18	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-17-00200		5. PROJECT NO. (If applicable)	
6. ISSUED BY CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE		7. ADMINISTERED BY (If other than Item 6) CPOD		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0003			
				CODE 800884181 FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				(b)(4)			
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
EPC16008 Task Order 0003 Modification 3							
The purpose of the Modification 3 is to update the PWS and also update the Contracting Officer.							
Contract Officer Changes From: Donna Reinhart Contract Officer Changes To: Sandy Licis TOCOR: Sarah Lehmann Max Expire Date: 01/31/2018 Delivery: 04/11/2017 Delivery Location Code: CPOD Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandy Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		03/23/2017	
				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-16-008/0003/003

PAGE

OF

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NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0003	CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 09/30/2016 to 01/31/2018 NLA Field Sampling EPM - 8 additional sampling sites. Accounting Info: 17-18-B-87FM-202BD4X22-2505-1787ME7011-001 BFY: 17 EFY: 18 Fund: B Budget Org: 87FM Program (PRC): 202BD4X22 Budget (BOC): 2505 DCN - Line ID: 1787ME7011-001 Funding Flag: Complete Funded: (b)(4) All other terms and conditions remain unchanged.				(b)(4)

**Performance Work Statement
NARS2 Contract
EP-C-16-008 Task Order 003**

A. TITLE: 2017 National Lakes Assessment: Field Sampling

B. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: Sarah Lehmann
Office: Office of Water/Office of Wetlands, Oceans &
Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-566-1379
E-mail: lehmann.sarah@epa.gov

Alternate Task Order Contracting Officer Representative (ATOCOR):

Name: Amina Pollard
Office: Office of Water/Office of Wetlands, Oceans &
Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-566-2360
E-mail: pollard.amina@epa.gov

C. ESTIMATED PERIOD OF PERFORMANCE

Base Period: Date of award through January 31, 2017
Option Period 1: February 1, 2017 through January 31, 2018

D. TYPE OF TASK ORDER: Cost plus Fixed Fee (CPFF)

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third National Lakes Assessment (NLA) for 2017. The NLA is a statistical survey of the condition of our nation's lakes, ponds, and reservoirs. It is designed to provide information on the extent of lakes that support healthy biological condition and recreation, estimate how widespread major stressors are that impact lake quality, and provide insight into whether lakes nationwide are getting cleaner. Consistent sampling and analytical procedures ensure that EPA can compare the results across the country and over time. Field crews collect samples from lakes from May 1 through September 30 in 2017. Laboratory analysis of the samples will begin in 2017 and end in early fall of 2018.

The contractor shall review the sites assigned to them using the criteria in NLA 2017 Site Evaluation Guidelines (SEG) and other survey documents. For sites that fail the criteria, the

contractor shall document the reasons in the state site evaluation spreadsheet and replace sites, following the protocols in the SEG and other survey documents. As explained in the SEG, providing EPA with information about sites that are dropped is as important as identifying the sites that are ultimately sampled.

To evaluate intra-site variability, EPA selects approximately ten percent of the sites for a second visit. Although not required, EPA prefers that the same crew sample during both visits to eliminate between-crew variability in the data. NLA 2017 Field Operations Manual specifies the minimum length of time between visits.

Field crews record the data using standardized electronic field forms (“eforms”) provided by EPA for use on the contractor’s tablet devices. Before submission, the field crew leader reviews the data forms and submits immediately upon review or when online access is available. EPA will provide paper field forms for reference and backup for times when eforms are unavailable or impractical.

As another step in ensuring that all crews consistently apply the survey’s field protocols, EPA will arrange for training in NLA protocols and an assistance visit (AV) during one of their initial sampling visits. AVs are conducted by persons who attended an EPA-sponsored training or served as trainers. By having AVs early, the crew can incorporate corrective actions into sampling at the majority of their assigned sites.

II. PURPOSE

The purpose of this task order is to provide field sampling support to the EPA Office of Water in implementing the NLA 2017. In particular, the contractor shall schedule and deploy field crews to collect samples and observational data at selected lakes. The contract field crews shall adhere to strict quality assurance and quality control (QA/QC) requirements, including attendance at NLA 2017 training; use of appropriate supplies and equipment; adherence to all shipping and logistical procedures; participation in quality assurance assistance visits; and adherence to data reporting requirements and deadlines.

III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the NARS SharePoint site https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/NLA%202017 as they become available. The EPA TOCOR will provide revisions of draft documents. The 2017 versions of the documents will be uploaded into the NARS SharePoint site as they become available.

- Reference 1: NLA 2017 Quality Assurance Project Plan (QAPP) - DRAFT:
- Reference 2: NLA 2017 Site Evaluation Guidelines (SEG) - DRAFT
The site selection and replacement rules are described in the draft 2017 SEG. The sample selection includes five separate panels to designate statistical oversample sites to use in replacing sites.

- Reference 3: NLA 2017 Field Operations Manual (FOM) – DRAFT
EPA decided that it will incorporate the following changes in the 2017 FOM:
 - Exclude the following:
 - Macrophyte assemblage characterization at the littoral zone stations;
 - Collection of phytoplankton, chlorophyll-a, and algal toxin samples at the J station; and
 - Analysis of sediment core for sediment diatoms, mercury, and sediment dating.
 - EPA is planning to include the following additional supplemental/research indicators: bacteria, sediment contaminants, sediment total organic carbon (TOC), sediment grain size, and dissolved gases. These additional research indicators may require crews to collect two additional water samples and a sediment core sample (note: sediment core was collected in 2012 for different sediment indicators). Information on these indicators is included in the draft 2017 manuals.
- Reference 4: NLA 2012 Quick Reference Guide (QRG)
- Reference 5: NLA 2012 Field Forms
 - EPA will provide the contractor with paper forms and e-forms versions for NLA 2017 during the task order's period of performance.
- Reference 6: NLA 2012 Field Assistance Visit Checklist
- Reference 7: NLA 2017 Contractor Sites
- Reference 8: NLA 2017 Design File (all base and replacement/oversample sites)
- Reference 9: NLA 2017 Additional Contractor Sites

During the period of performance, EPA will provide the contractor with:

- State Site Evaluation Spreadsheets for site evaluations prior to deployment of field sampling teams (example currently provided in the NARS SharePoint).
- Training for the contractor's field crews in the spring of 2017. EPA plans to offer training in the EPA Regions that have states participating in NLA 2017.

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line shall include the phrase “EPA Contract EP-C-16-0XX”. When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., “EP-C-16-0XX TO02: QAPP Signature Pages”).

Except for NLA 2017 project forms, which will have their own file naming convention, all electronic files shall be clearly named using the survey abbreviation (NLA17), a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (e.g., NLA17_QAPP_ XX_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Meetings (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

V. SCOPE OF WORK

Task 1. Monthly progress reports (See Contract Attachment 3; PWS C.3)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Attachment 3, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, number of sites sampled (current and cumulative), identify sites sampled during the reporting period, unexpected problems or concerns, lessons learned, QA/QC activities, and next steps. The contractor also shall brief the TOCOR on progress during periodic (e.g., weekly) teleconferences during periods of intense activity.

Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly
	Calls with EPA	Per technical direction (per Contract Clause H.12)

Task 2. Quality Assurance (Contract PWS B.2, C.1.g)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan incorporated into this NARS contract;
- NLA 2017 QA documents which document how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - NLA 2017 Quality Assurance Project Plan (QAPP)
 - NLA 2017 Site Evaluation Guidelines (SEG)
 - NLA 2017 Field Operations Manual (FOM)
 - NLA 2017 Quick Reference Guide (QRG)

As demonstration of the contractor's:

- a. Commitment to adhere to the NLA 2017 QAPP, the contractor shall:
 - i. Ensure that all sampling personnel have reviewed and understand the requirements and procedures of the NLA 2017 QAPP, FOM, and the SEG which will be available prior to the field crew training sessions. The certification page entitled "Review & Distribution Acknowledgment and Commitment to Implement" is located in the introductory section of the QAPP.
 - At a minimum, the following personnel shall sign the certification page for the QAPP approved by EPA's Quality Assurance Officer:
 - Contractor's Task Order Manager
 - Contractor's Quality Assurance Officer,
 - **Each crew leader must provide the signed certification page before the crew may commence with sampling events.**
 - At the contractor's discretion, it may also be appropriate for each field crew member to sign the certification page and transmit to EPA.
 - The contractor's QAO also shall sign the certification page for each revision of the QAPP that has been approved by EPA's QAO.
 - If EPA distributes updated versions of the QA documents and states that it contains a "significant change" relevant to field sampling, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised FOM to the appropriate personnel. If any change will impact the scope and/or cost of the task order, the contractor shall notify the TOCOR and CO immediately.
 - ii. Assign only staff who are Key Personnel (EPAAR 1552.237-72) to be field crew leaders (Task 7) and trainers (Task 3). Ensure that the other field crew members have proper experience, field training, and acceptable educational credentials, to perform the work required by the PWS.

- iii. Complete the NLA 2017 training requirements per Task 3.
 - iv. Perform pre-sampling testing of hardcopy and electronic field forms (see reference 5).
 - v. Verify that contractor's equipment (e.g., GPS system) is properly calibrated and maintained.
 - vi. Make every effort to sample all sites to maintain the integrity of the probabilistic design. Missing sites will disrupt the integrity of the probabilistic design.
 - vii. Permit EPA to perform an AV of its field crews during an early sampling event (e.g., the first to fourteenth sampling event by a crew). If a field crew leader oversees more than one crew, EPA will determine if it is necessary to visit each crew or whether fewer visits will meet its quality review objectives (e.g., depending on crew composition, the crews might be viewed as essentially the same). The contractor shall coordinate with EPA, or its designee, on an agreed upon date and location for the AV. EPA, or its designee, will conduct the AV using a checklist provided by EPA, supplemented by photographs if appropriate (e.g., to record a deviation in methods due to extenuating circumstances). Although EPA will arrange for the AVs, it is the contractor's responsibility to ensure that the contractor field crews are abiding by the requirements and procedures of the QAPP, FOM, and the SEG at all assigned sites.
- b. Implementation of QA in performing the other tasks in this PWS, the contractor shall document its QA activities as follows:
- i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary, except for the internal distribution list which may be claimed proprietary.
 - ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NLA 2017 QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.
- c. Commitment to continuous quality improvements, the contractor shall provide a summary of "lessons learned" based upon its support to the other tasks. EPA will use this information to improve future aquatic surveys. The contractor shall incorporate EPA comments into revised versions of the deliverable.

Deliverables and Schedule under Task 2:

Task	Deliverable	Due
2.a.i.	Signature page for each version of QAPP approved by EPA's QAO: - With contractor's QAO and Task Order Contracting Officer Representative (TOCOR) signatures. - With crew leader signature	- No later than 5 working days after receiving the approved QAPP with QAO's signature - At training
	Email acknowledgement of Field Operations Manual (FOM) with "significant change"	No later than 10 working days after receiving revised FOM
2.a.ii.	Memo with qualifications of field crew members, other than the field crew leaders.	With first draft of the schedule for field crews in each season. Unless circumstances change unexpectedly, qualifications of replacements, except key personnel, must be submitted at least one week prior to the sampling event. See key personnel clause for process for replacements through a task order modification.
2.a.iv.	Email with outcome of testing field forms with any recommended changes	5 working days after receiving the first electronic/paper version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.
2.a.v.	Access to contractor's calibration and maintenance records	Within 5 working days after receiving technical direction(per Contract Clause H.12)
2.a.vii.	Allow access for EPA or its designee to conduct an assistance visit to each field crew	Per technical direction (per Contract Clause H.12), based upon scheduling discussions occurring prior to each crews first sampling event
2.b.i.	Documentation of QA activities	In deliverables
2.b.ii.	Monthly reports of QA activities	With monthly progress report

Task 3. Field Training

EPA will host NLA trainings in the spring of 2017. The training will provide detailed instructions on the prescribed sampling methods for NLA 2017 participants. Each training may include up to three 2-hour webinars (e.g., overview, site evaluation guidelines, eforms) and 3 days of combined classroom and field training. To minimize travel costs for participants, EPA will conduct one train-the-trainer session (in Region 4, Region 6, or Region 9) and approximately 9 trainings located in different regions of the country. (Region 2 crews will attend sessions in another region.) Unless the EPA TOCOR issues technical direction (per Contract Clause H.12), the contractor shall ensure that each crew member participates in a training session. The contractor shall report out, each month, on any associated training costs (e.g., travel, LOE, etc.) broken out by training using the template provided by the EPA TOCOR.

As an alternative to requiring field crew members to attend EPA's training, the contractor shall train its own crews in the NLA 2017 protocols. This training will satisfy the requirements for EPA training under all of the following conditions:

1. The contractor identifies to EPA each of its proposed trainers, what methods he/she will train, and their experience with those methods.
2. All of the contractor's trainers have experience with NARS methods for identified indicators (e.g., the physical habitat trainer has experience with NLA or NRSA physical habitat procedures).
3. All of the contractor's trainers attend EPA's NLA 2017 train-the-trainer session prior to conducting the contractor training.
4. The structure and content of the contractor's training must be comparable to EPA's regional training sessions. The EPA TOCOR will determine if the training is comparable based upon a memorandum that describes the training in-class facilities; location of the field training; and agenda that includes modules with the same content and length of time as EPA's training. The memorandum shall provide a reasonable explanation for any deviations. The EPA TOCOR also may choose to attend the training to verify its consistency with the other trainings.

Deliverables and Schedule under Task 3:

Task	Deliverable	Due
3	Attend training	Prior to first sampling event
	Report out on costs associated with attending EPA NLA trainings	With monthly progress report
	Memorandum describing contractor's training	10 working days prior to the first day of the contractor's training session (only required if contractor plans to train its own crews instead of using EPA's training).
	Spreadsheet identifying trainees and training date	Within 5 working days after contractor's training (only required if contractor plans to train its own crews instead of using EPA's training).

Task 4. Pre-Sampling Site Evaluation (See Contract PWS C.1)

Reference 7 (NLA 2017 Contractor Sites) identifies base sampling sites assigned to the contractor and Reference 8 (NLA Design File) identifies all sites including statistically selected replacement sites. Reference 9 (NLA 2017 Additional Contractor Sites) identifies hand-selected assigned to the contractor. The contractor shall conduct desktop and, when necessary, on-site reconnaissance to evaluate base and replacement sites following the instructions in the NLA 2017 SEG. The contractor shall continue implementation of the reconnaissance for the newly added sites as well as previously assigned sites.

As part of the evaluation process, the contractor shall obtain the proper collection permit and/or landowner permission to sample sites, where necessary. It is imperative for the integrity of the probabilistic survey design that a thorough effort is made to gain permission to sample sites.

Additionally:

- a. Unless directed otherwise by the TOCOR, the field crew shall provide notification to the TOCOR of a dropped site prior to sampling its replacement.
- b. If the land is under control of a Tribe, the contractor shall receive prior approval from the EPA TOCOR **prior** to contacting any Tribal representatives or sampling the site.
- c. If the permit or any other requirements conflict with the study protocols, the contractor shall notify the EPA TOCOR who will decide whether the site should be retained or replaced.

Periodically, the contractor shall report the decisions for each site using the state specific NLA 2017 Site Evaluation Spreadsheets (located on the NARS SharePoint site after award of the task order).

Deliverables and Schedule under Task 4:

Task	Deliverable	Due
4	Site Evaluation Spreadsheet	First version due prior to any field sampling to show sites excluded by the desk reconnaissance; monthly during field sampling season (with progress report)
	Email identifying Indian Tribe ownership of site	Within 2 working days of identification. (This notification is critical.)
	Email describing conflicts with study protocols	Within 2 working days of identification.

Task 5. Schedule (See Contract PWS C.2)

One purpose of the field sampling schedule is to assist EPA with distribution of the sampling kits for each site. Another purpose is to ensure that the contractor samples sites steadily during the NLA index period. To provide EPA with this information, the contractor shall develop, and revise, a schedule for its crews to complete a maximum of 264 field sampling visits allocated as shown in the following table and the site locations provided in Reference 7, Reference 8 and Reference 9. A site identified for revisits counts as two field sampling visits. The table includes an allowance for several additional sites in each region to be identified as the season progresses. For example, a state may request that EPA provide additional field sampling support. The contractor shall provide the following:

- a. Before the start of field season, the contractor shall provide EPA with the first draft with tentative sampling dates and crew assignments for all sites that the contractor has identified as potential sampling sites. Throughout the season, the contractor shall revise the schedule to incorporate the EPA TOCOR's technical direction (per Contract Clause H.12) or mitigating factors, including, but not limited to, weather, field crew changes, and unanticipated delays.
- b. To support EPA's review of the draft schedule and revisions that affect May and June visits, the contractor shall provide a written assessment of the expected conditions (e.g., thermocline) at the sites included in the schedule. Only after receiving technical direction (per Contract Clause H.12) that approves the draft schedule and any revisions for May and June, shall the contractor arrange for travel to sites on the approved list.
- c. For any site, if upon arrival on location, the contractor finds that conditions are not appropriate for sampling, the contractor shall discontinue sampling and notify the EPA TOCOR that a return visit is necessary when conditions meet the requirements in the SEG. The contractor shall revise the schedule to include the return visit.

State or Territory	Maximum Number of Field Sampling Visits	Comment
Tribal Sites	15	Replacement sites can switch between a state assignment to/from a Tribal assignment
AL	10	
AR	40	<u>Arkansas is planning to sample their own sites.</u>
CO	25	
KS	17	

KY	11	
MA	12	
MT	31	
NC	15	
NM	15	
NY	12	
OH	18	
SC	11	
TN	11	
WY	21	
Miscellaneous	30	Assume three additional sites per EPA region
NY (3), OK (3), and TX (2)	8	Hand-selected sites. For sites that also appear in the NLA 2017 design file as oversamples (one site in NY and one site in TX), the contractor shall coordinate with EPA and the crew sampling the probability site to avoid duplicative sampling.
TOTAL complete sites	2672	

Deliverables and Schedule under Task 5:

Task	Deliverable	Due
5.a	First draft of sampling schedule	First draft due April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12). Revisions are required until the field sampling is complete.
5.b	Assessment of sites scheduled for May and June sampling	April 1, 2017 or later per technical direction (per Contract Clause H.12). Revisions per technical direction (per Contract Clause H.12) to support field sampling decisions through June 30 th .
5.c	Notification of site conditions	As soon as possible per availability of phone or email access.

Task 6. Preparation for Field Sampling (See Contract PWS C.2)

The contractor shall prepare for field sampling visits as follows:

- a. The contractor shall request consumable materials as described in the NLA 2017 FOM. These materials include base kits, site kits and tracking forms. The kits consist of basic equipment, filters and filtering apparatus, labels, shipping containers, shipping forms, and paper field forms (as backup to the tablet device).
- b. The contractor shall arrange for and supply vehicles, staff, and all necessary non-consumable equipment to the field crews including, but not limited to, boats, safety equipment, multi-probes, appropriate devices for electronic data capture, and GPS devices. The only exception to this provision to supply equipment is for government furnished sediment corers and zooplankton nets. EPA will provide each contractor crew with a sediment corer and set of zooplankton nets (course and fine). The contractor shall develop a tracking system for each item (per Contract Clause 1552.245-70). The contractor shall inspect each piece of equipment upon receipt to make sure that it works properly for collecting the intended samples, and that no parts are broken or missing. At the conclusion of this period of performance, the contractor shall either return the equipment to EPA or transfer them per direction from the TOCOR.

Deliverables and Schedule under Task 6:

Task	Deliverable	Due
6.a	Request consumable supplies	Within the timeframes identified in the NLA FOM and replacements as needed
6.b	Supply equipment	During field sampling visits
	Track government furnished sediment corers and zooplankton nets	Throughout the field season.
	Transfer of sediment corers and zooplankton nets to EPA or per technical direction of TOCOR	Within 45 days of the end of field sampling.

Task 7. Field Sampling Visits (See Contract PWS C.2)

The contractor shall complete the field sampling visits during the index period, unless the EPA TOCOR provides technical direction (per Contract Clause H.12) to sample outside the index period. For each field sampling visit, the contractor shall adhere to EPA's specified sampling methods outlined in the NLA 2017 FOM and the quality assurance/ quality control requirements described in the NLA 2017 QAPP. The contractor shall provide the following:

- a. To record observations and sample information, the contractor shall use EPA's electronic field forms (eforms) or, in extenuating circumstances, paper forms. The contractor shall upload eforms and/or provide paper forms as soon as possible after the sampling visit is completed.

- b. Prior to sample shipment, the contractor shall submit tracking forms as described in the NLA FOM. The contractor then shall ship samples to locations specified by the 2017 NLA FOM or technical direction (per Contract Clause H.12).
- c. The contractor shall review information received from NARS IM to verify that: 1) eform data were fully and correctly incorporated into NARS IM; and 2) data from paper copies were correctly and completely scanned into NARS IM.

Deliverables and Schedule under Task 7:

Task	Deliverable	Due
7.a	Upload/Transmit eforms/forms and confirm transmittal/delivery was complete	As soon as possible (may vary depending on internet access and requirements in the 2017 FOM).
7.b	Ship samples and provide transmittal forms	Per 2017 FOM.
7.c	Memo describing the review of the NARS IM data and comparisons to the data submissions. Attachment with any corrections.	1 month after receiving the NARS IM data pull.

Task 8. Post-Sampling Activities

The contractor shall perform any post-sampling requirements specified in permits. The contractor shall make field crews available to respond to EPA's post-sampling questions about the field sampling observations and procedures that might affect the data values and quality. If questions come from sources other than the EPA TOCOR (e.g., NARS Information Management staff), copy the EPA TOCOR on the email response or provide a summary by email (e.g., if the questions were posed through telephone conversations).

Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 8:

Task	Deliverable	Due
8	Confirmation that actions required by permits have been completed	With monthly progress report
	Email responding to data questions	Within 5 working days, if field crew is available. Otherwise, provide email within 5 days with expected response date.

TRAVEL

A paragraph regarding the number of anticipated trips and the individuals expected to travel should be included here. I know there are various trips scheduled throughout this PWS, so picking the most expensive place to travel will assist the contractor in proposing.

This section provides a summary of the travel requirements described in Section V. Assume each field crew contains 4 members. Here are assumptions to use in costing:

Task V.3 (Training) –

- All key personnel and any trainers (if contractor plans to train its own crews) attend train-the-trainer session in Region 4, Region 6, or Region 9.
- All other crew members attend the closest regional training unless the contractor decides to train its crews in-house and only travel necessary is to bring the crews to a central location. If a contractor crew member needs to attend a different training, it must be approved by the TOCOR first.

Task V.7 (Sampling) – for every site,

- One field crew of 4 members travel to the site.
- Total of 264 sites identified in Reference 7.
- Travel costs are minimized to the extent possible (e.g., combining nearby sites into one trip for the same crew).

VI. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Management and Communications:</p> <p>The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, project schedules (i.e., not each sampling event), cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.</p>	<p>Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR:</p> <p>i) If the contractor requires EPA guidance during a sampling event, the contractor must contact EPA prior to completing the sampling activities.</p> <p>ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field.</p> <p>iii) If the contractor identifies sampling issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.</p>	<p>EPA TOCOR will identify unreported issues.</p>	<p>Four or more incidents where the contractor:</p> <ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than four incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<p>Timeliness:</p> <p>Samples, site evaluation spreadsheets, tracking forms and completed field sampling data forms shall be delivered in accordance with the requirements of the NLA 2017 FOM and SEG.</p>	<p>No more than 5% of the samples shall be transmitted beyond the timelines stated in the FOM. Excessive breakage or spoilage will count as a failure of sample delivery, if breakage/spoilage is a result of failing to follow the FOMs protocols for shipping.</p> <p>No more than 10% of the spreadsheets and field sampling forms shall be submitted more than 5 working days past the requirements in the FOM. If the field form or spreadsheet has not been completed correctly, it will be considered a failure of timeliness.</p>	<p>100% of the lab delivery reports, spreadsheets, and field forms will be reviewed by the EPA TOCOR at the end of each season to compare actual delivery dates against the requirements in the FOM.</p>	<p>10 or more incidents where the contractor does not meet the measureable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p> <p>Fewer than ten incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
<p>Cost Management and Control:</p> <p>The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate cost control.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.</p>	<p>The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).</p>	<p>Unsatisfactory rating under the category of Cost Control in CPARS when the contractor does not meet the measurable performance standards.</p> <p>An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs.</p>
<p>Technical Effort:</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA 2017 FOM, SEG, and QAPP.</p>	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements.</p> <p>All of the assigned staff must meet the requirements in the FOM.</p>	<p>100% of the data and staffing will be reviewed by the EPA TOCOR to identify noncompliance issues.</p>	<p>Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 15	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
004		See Block 16C		PR-CPOD-17-00079			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CPOD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: NWD							
Cincinnati OH 45268							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
GREAT LAKES ENVIRONMENTAL CENTER, INC.							
Attn: William J Arnold						9B. DATED (SEE ITEM 11)	
739 HASTINGS STREET							
TRAVERSE CITY MI 496863458							
				x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
						EP-C-16-008	
						0003	
						10B. DATED (SEE ITEM 13)	
						09/30/2016	
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 limitation of Funds (EPA-B-32-101)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
EP-C-16-008/Task Order 0003:							
The Purpose of this modification is to shift funds from Base Period to Option Period 1 in the amount of (b)(4) and to also update GLEC Key Personnel assigned to the task order. TOCOR: Sarah Lehmann Max Expire Date: 01/31/2018 LIST OF CHANGES: Reason for Modification : Funding Only Action Total Amount for this Modification: \$0.00							
Base Period:							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandy Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		06/05/2017	
				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/0003/004PAGE OF
2 15

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: (b)(4) Incremental Funded Amount changed from (b)(4) to (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 15-E1D-87FM-202B06XP1-4183-1687ME6057-002 Amount changed from (b)(4) to (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 16-E1-87FM-202B06XP1-4183-1687ME6057-001 Amount changed from (b)(4) to \$0.00</p> <p>Option Period 1: CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: (b)(4) Incremental Funded Amount changed from (b)(4) to (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 16-E1-87FM-202B06XP1-4183-1687ME6057-001 Amount changed from (b)(4) to (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-E1D-87FM-202B06XP1-4183-1687ME6057-002 Beginning Fiscal Year 15 Ending Fiscal Year Fund (Appropriation) E1D Budget Organization 87FM Program (PRC) 202B06XP1 Budget (BOC) 4183 Job # (Site/Project) Cost Organization DCN-LineID 1687ME6057-002 Quantity: 0 Amount: (b)(4) Subject To Funding: N Payment Address:</p> <p>Section A: Clause, 1552.237-72, is revised as follows: 1552.237-72 Key personnel. (APR 1984)</p> <p>1552.237-72 Key personnel. (APR 1984) As prescribed in 1537.110, insert the following Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/0003/004PAGE OF
3 15

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>contract clause when it is necessary for contract performance to identify Contractor key personnel.</p> <p>KEY PERSONNEL (APR 1984)</p> <p>(a) The Contractor shall assign to this contract the following key personnel:</p> <div>(b)(4)</div> <p>Also please see: Attachment 1</p> <p>(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.</p> <p>(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.</p> <p>(End of clause) Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/0003/004PAGE OF
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NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Section B: Clause, EPA-B-32-101, is incorporated as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE</p> <p>(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 12/31/2017.</p> <p>(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable</p> <p>(c) Recapitulation of Funds: See Attachment 1 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/30/2016 to 01/31/2018 All other terms and conditions remain unchanged.</p>				

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

CONTRACT NO. EP-C-16-008 Task Order 3

BASE PERIOD - FROM 9/30/16 through 1/31/17

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 148,137.00
MOD 4			\$ (37,724.78)
Total Funded			\$ 110,412.22
Total Per Contract			\$ 148,137.00
Balance Unfunded			\$ 37,724.78

Option PERIOD I - FROM 2/01/17 through 1/31/18

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 1,419,666.00
MOD 3			\$46,098.00
MOD 4			\$37,724.78
Total Funded			\$ 1,503,488.78
Total Per Contract			\$ 1,618,702.00
Balance Unfunded			\$ 115,213.22

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458		(X) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 800884181 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0003		10B. DATED (SEE ITEM 13) 09/30/2016	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule (b)(4)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) In accordance with FAR 52.232-22, limitation of Funds (EPA-B-32-101)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return _____ copies to the issuing office

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 800884181

Modification 005 is issued to incorporate the following contractual changes:

1. To deobligate funds from Option Period 1 in the amount of (b)(4) see attached recap sheet.
2. To update Clause EPA-B-32-101, LIMITATION OF FUNDS NOTICE, as shown on the attached recap sheet.
3. All other terms and conditions remain unchanged.


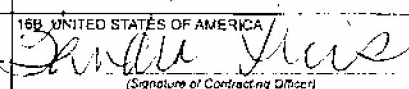
TOCOR: Sarah Lehmann

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) Dennis J McConley, President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra Stargardt-Licis	
15B. CONTRACT/OFFEROR 	15C. DATE SIGNED 2/28/18	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 3/1/18

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

2/28/2018
VIA EMAIL

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/0003/005PAGE OF
2 4

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Incremental Funded Amount changed: from (b)(4) to (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: (b)(4)</p> <p>Incremental Funded Amount changed from (b)(4) to (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 16-E1-87FM-202B06XP1-4183-1687ME6057-001 Amount changed from (b)(4) to (b)(4)</p> <p>Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination All other terms and conditions remain unchanged.</p>				

Section B - Supplies or Services/Prices was revised as follows.

Clause EPA-B-32-101 is incorporated as follows:

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

Option Period 1

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2018.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable

(c) Recapitulation of Funds: See Attachment 1

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD

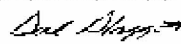
CONTRACT NO. EP-C-16-008 Task Order 3

BASE PERIOD - FROM 9/30/16 through 1/31/17

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 148,137.00
MOD 4			\$ (37,724.78)
Total Funded			\$ 110,412.22
Total Per Contract			\$ 148,137.00
Balance Unfunded			\$ 37,724.78

Option PERIOD I - FROM 2/01/17 through 1/31/18

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 1,419,666.00
MOD 3			\$46,098.00
MOD 4			\$37,724.78
MOD 5			(\$430,754.72)
Total Funded			\$ 1,072,734.06
Total Per Contract			\$ 1,618,702.00
Balance Unfunded			\$ 545,967.94

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00006		See Block 16C					
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				0003			
				10B. DATED (SEE ITEM 13)			
				09/30/2016			
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.232-22, Limitation of Funds and contractor concurrence of 05/28/2021						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
TOCOR: Sarah Lehmann							
The purpose of this modification is to (b)(4) of excess funding in Option Period 1 of the task order.							
(1) CHANGES FOR ACCOUNTING CODE (Option Period 1): 16-E1-87FM-202B06XP1-4183-1687ME6057-001 is reduced by (b)(4) from (b)(4) to (b)(4)							
(2) Clause EPA-B-32-101 LIMITATION OF FUNDS NOTICE is modified as follows as applicable to Option Period 1 of the task order: Option Period 1 Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				David Plagge			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				 ELECTRONIC SIGNATURE		06/01/2021	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-16-008/0003/P00006

PAGE OF

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3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2018.</p> <p>(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable</p> <p>(c) Recapitulation of Funds: See Attachment 1</p> <p>All other terms and conditions remain unchanged.</p>				

1. EPAAR 1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT. (APR 1984)

The Government has the option to extend the term of this contract for 1 additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. The Government's estimated level of effort is (b)(4) direct labor hours for the first option period and (b)(4) for the second. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover:

Base Period from 09/30/2016 to 01/31/2017

Option Periods from 02/1/2017 to 01/31/2018

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of (b)(4) for the first option period and a new and separate level of effort of 0 for the second option period.

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

	Option 1
Estimated cost	(b)(4)
Fixed fee	
Total	\$1,572,604

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Other direct cost item	Option 1
	(b)(4)

(End of clause)

2. EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b)(4)

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

3. Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- Base Period

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is 148,137.

4. Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- Option Period I

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is 1,572,604.

5. Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE- Option Period I

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 12/27/2017.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

BASE PERIOD - FROM 9/30/16 through 1/31/17

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 148,137.00
Total Funded			\$ 148,137.00
Total Per Contract			\$ 148,137.00
Balance Unfunded			\$ -

Option PERIOD I - FROM 2/01/17 through 1/31/18

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 1,419,666.00
Total Funded			\$ 1,419,666.00
Total Per Contract			\$ 1,572,604.00
Balance Unfunded			\$ 152,938.00

6. Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- Base Period

The period of performance of this contract shall be from 09/30/2016 through 01/31/2017 inclusive of all required reports.

7. Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- Option Period I

The period of performance of this contract shall be from 02/01/2017 through 01/31/2018 inclusive of all required reports.

8. Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Colleen Mason, Telephone: 202-343-9641, E-mail: mason.colleen@epa.gov

Sarah Lehmann, Telephone: 202-566-1379, E-mail: lehmann.sarah@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Courtney Stallworth, Telephone: 513-487-2002, E-mail: stallworth.courtney@epa.gov

D'Andre Boulden, Telephone: Phone: 513-487-2079, E-mail: Boulden.DAndre@epa.gov

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 3

BASE PERIOD - FROM 9/30/16 through 1/31/17

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 148,137.00
MOD 4			\$ (37,724.78)
Total Funded			\$ 110,412.22
Total Per Contract			\$ 148,137.00
Balance Unfunded			\$ 37,724.78

Option PERIOD I - FROM 2/01/17 through 1/31/18

<u>FUNDING ACTION</u>	<u>ESTIMATED COST</u>	<u>FIXED FEE</u>	<u>TOTAL COST PLUS FIXED FEE</u>
Initial Award	(b)(4)	(b)(4)	\$ 1,419,666.00
MOD 3			\$46,098.00
MOD 4			\$37,724.78
MOD 5			(\$430,754.72)
MOD P00006			(\$0.03)
Total Funded			\$ 1,072,734.03
Total Per Contract			\$ 1,618,702.00
Balance Unfunded			\$ 545,967.97